

Beulah JDA
Board Meeting Minutes
September 19, 2018
4:30 PM - Beulah City Hall

A. Call Meeting to Order

Present are: Nathan Richter, Mary Lou Horning Gloria Olheiser, Mike Woods, Blake Seibel; Clyde Schulz. **Absent was:** Scott Solem. Kate Johnson, Beulah Beacon attended

B. Meeting Minutes

- 1) September 18, 2018 Special Board Minutes – Horning moved to approve; Woods seconded; Motion carried.
- 2) August 15, 2018 Minutes – Olheiser moved to approve; Seibel seconded; Motion carried.

C. Agenda Approval – Woods moved to approve; Seibel seconded; Motion carried.

D. Financial Report

- 1) **Profit and Loss Statements** – The Construction account is done but the scan/send was not working at City Hall so Gloria Olheiser couldn't copy this afternoon. She will send in an email later tonight along with the general account. Olheiser wanted to clarify that at the last meeting, she did not insinuate that there is money "missing" from a JDA account. This is a computer bookkeeping issue in reconsolidation and not money actually missing. The JDA accounts all balanced the end of June when she took over, so this is a computer issue that she is trying to reconcile. She actually discovered a checking account in August that she did not know we had for \$25,335.75. This money was transferred into the general checking account and that account was closed.
- 2) **Interest Buy Downs** – This information was sent to board members with a copy of all the different properties. These are flex-pace programs which are done in partnership with Bank of ND. Brady Martz has sent an excel spreadsheet which Olheiser will forward. The total of all buy-downs is \$69,826.72 as of January 1, 2018. This does not include the LLS Housing as that was not a buy-down; that was a grant.
- 3) **Audit- performed through the city** – Gloria just received a copy of this Audit performed by Brady Martz before the meeting. This will be discussed in the October meeting.
- 4) **Discussion of special financial audit;** Tabled...

E. OLD BUSINESS

- 1) **B'Dolce's project** – Richter presented an itemized list from Bonnie and Mark Neis of the items they personally completed. This is an attachment in our packet. This was done so that all board members know what Neis's felt they had completed on their

own and at their expense. Neis's also had provided 2 bills from Perrault Construction for payment; \$240.00 and \$440.00 for sand and crushed concrete for the rear of the building. Clyde Schulz motioned to approve; Blake Seibel seconded; Discussion followed. Motion carried. Regarding the rain gutters, Mark Neis will fix those at his own expense to make sure they are done right.

2) **Lease with USDA Building-** Nathan & Clyde

a. **Water leak and repair** – There was a water leak in the men's bathroom at USDA which needed immediate repair. Service Plus did the restoration of sheetrock and floor tile for \$1,527.76 and Hot Shot Plumbing fixed the urinal. The total repair was a little over \$2,000.00 for both. Seibel motioned to Pay Service Plus restoration repair and Hot Shot. Wood seconded; Motion carried.

b. **Lighting Issues** – Randy Sailer does building maintenance and he notified Nathan that 19 light fixtures are bad. When USDA renews the lease, they will require updates. JDA is looking at updating all the light fixtures to bring the building up to USDA requirements. Richter, Schulz will work on getting estimates.

c. **Bid proposal or landscaping** – Richter will contact High Plains to look at gutter drainage in front of the building. Water is shedding over the sidewalk which freezes and causes a hazard. Richter will get estimates for this. High Plains has also given an estimate for \$3,500.00 to redo and clean-up landscaping.

d. **CBRE request for Annual operating costs** – Commercial Real Estate Services at USDA will review our operating expenses as part of their negotiating a new lease. This helps them decide how much the government will pay in rent. On this building only, JDA does not pay real estate taxes. If we would sell this building in the future, there would be real estate taxes. Mike Wood is going to join the team of Schulz and Richter to help get bids and review the repairs USDA is requiring. USDA also states they may not want the conference room as they need to decrease their sq.ft. by approx. 500 sq.ft. -so they may give it back to us.

3) **Greystone** – Horning provided an estimate from Olheiser Masonry for Brick Repair to the exterior of the building. There are loose bricks and multiple holes and cracks in the building which allow pests to get under the brick and leak cold air inside. The Mason is able to start next week sometime around September 24, 2018. They will remove all the old signage hardware and patch holes, power wash, repair bricks and apply a sealer. This should extend the life and appearance. The cost is \$6,500.00 for brick repair and \$2,800.00 for sealing the entire building with sealer. This includes labor and materials to power wash and repair all exterior masonry. They require 30% down on start date, balance due on approval of completed work. Olheiser motioned to accept the bid; Schulz seconded: Motion carried.

- 4) **Country Kettle** – Horning reported that Spiedel’s hasn’t been able to find a contractor to look at the dishwasher area yet, but he did measure the kitchen area for new tile. Horning has had several minor maintenance items fixed in the past month.
 - a. **Valuation** – There is an interested party inquiring to purchase. He does have questions about the current lease and terms and equipment owned by JDA. The present tenant owns all the equipment inside. JDA owns none. He also inquired about asbestos and it is JDA’s understanding that there is no asbestos from previous Vice-Chairman Phillips. Michael Woods made a motion that JDA look at offers; Olheiser seconded; Motion carried. Discussion then moved to advertising the Country Kettle on sealed bids with buyer’s intent with JDA not having to accept any offers financially deemed too low. The board felt this was the fairest way to address rather than to give the option only to 1 buyer. Gloria motioned to advertise building on sealed bids; Mike Wood seconded. Motion carried.
- 5) **New membership- openings** – There are no formal applications yet. Heather Ferbee should post this again on the City Job Openings.
- 6) **New laptop computer** – The new laptop should be available tomorrow.
- 7) **Bylaws** – tabled as Solem was not in attendance to provide info.

F. NEW BUSINESS

- 1) **Vision and Mission** – President Richter discussed JDA’s Vision to what is on the JDA’s website. We need to define our focus areas and compare as to whether this fulfills our mission toward developing employment within the city; to define what areas of assistance are beneficial to new business owners such as advertising – which would help promote business and create more revenue for them. JDA could also do a special business feature in the Beacon and Beulah’s TV channel. Discussion also was around is land development something to consider or is it too risky. If it provided jobs it may be a consideration.
- 2) **Secretary of Beulah JDA** – Mary Lou Horning will resign as Secretary at October 17th meeting but will stay on as a member of JDA until her term expires. At the next JDA meeting we will discuss the open positions of V-Chair, Secretary, Treasurer.
- 3) **Clyde Schulz reported on the ND League of Cities** conference in Grand Forks. There are other summits happening every month. Items discussed are main street popups; the junk ring concept. This was very inspirational and lots of ideals for small communities to take back to their towns.

Other Business – None

Meeting Adjourned